



City of Kansas City, Missouri Job Class Specification

Job Title: AUDITOR

Department: CITY AUDITOR

Job Code: 1125

Status: EXEMPT

Grade: ME-D

Summary

This is entry level professional auditing work assisting in the performance of audits of City departments and programs to determine compliance with laws and regulations, review the adequacy of management controls, and evaluate program efficiency and effectiveness.

Work involves assisting in or performing varied audit assignments requiring skills in financial management and analysis, and quantitative and qualitative research. Primary duties include assisting with audit planning; gathering, organizing, and analyzing data; and summarizing audit results. Most assignments are performed under the supervision of senior staff. After satisfactory completion of supervised assignments and other necessary training, employees in this class may begin to work independently under general supervision.

Work is directed by senior staff through audit work plans and other written instructions, oral instructions, providing examples of work to be performed, observation, and ongoing review of work papers and other work products. Work is reviewed through periodic conferences, review of reports and supporting work papers, and observations.

Duties and Responsibilities

- Assists in planning audits or sections of audits, including determining objectives, planning work to meet those objectives, and establishing and meeting time schedules.
- Determines the compliance of departmental practices with the City Charter, Administrative Code, Administrative Regulations, management policies, and state and federal laws.
- Reviews departmental operations and procedures to determine the adequacy of management controls.
- Collects and analyzes data and other information to evaluate the efficiency and effectiveness of departmental programs and activities.
- Examines accounting and other records to verify collection of revenues, cash balances, contract compliance, inventories, and legality of expenditures.
- Conducts interviews with City employees to ascertain program operations, outcomes, and controls.
- Prepares work papers which record and summarize information obtained, methods used, and conclusions reached.
- Assists in the preparation of written reports of audit findings and recommendations.
- Participates in peer review of work and of other auditors, including technical review of work papers and draft reports, and participation in extended review team meetings.
- Performs related duties as required.

Technical Skills	<p>Working knowledge of:</p> <ul style="list-style-type: none"> Basic principles and practices of administration and management, including but not limited to budgeting, accounting systems, management controls, purchasing, personnel administration, and contract administration. Application and use of electronic data processing equipment. <p>Some knowledge of:</p> <ul style="list-style-type: none"> Principles and practices of auditing, including but not limited to planning, interviewing, data collection and analysis, research, and program evaluation. Laws, ordinances, and other requirements governing municipal accounting, budgeting, and administration. Government auditing standards. <p>Ability to:</p> <ul style="list-style-type: none"> Collect, organize, and analyze data and other information to evaluate compliance, efficiency, and effectiveness. Document work performed in conformance with office policies and government auditing standards. Develop significant audit findings and make recommendations for improvements in City operations. Organize, prepare, and present effective written and oral reports. Establish and maintain effective working relationships with other employees, municipal and other governmental officials, and the public.
Education and Experience	<p>Accredited Bachelor's degree supplemented by the completion of an advanced degree or master's degree in public administration, business administration economics, accounting, finance, information systems, social sciences, statistics, or a related field.</p> <p>OR</p> <p>Accredited Bachelor's degree in public or business administration, economics, accounting, finance, information systems, social sciences, statistics, or a related field supplemented by two (2) years of professional experience in public or government auditing, public or business administration, corporate or municipal finance, budget, program evaluation, research, accounting or a related field; and a professional certification such as Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Government Auditing Professional (CGAP), or Certified Fraud Examiner (CFE).</p>
Certificates/ Licenses/Special Requirements	
Supervisory Responsibility	None.
Supervision Received	Work is performed under the supervision of senior staff.
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	10/94
Revised	1/04, 8/04, 9/06, 1/08, 7/13